

CLINICAL MEDICAL ASSISTING

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[illegible]

1. Introduction to Clinical Medical Assisting

- 1.1 Identify the roles and responsibilities of the Clinical Medical Assistant
- 1.2 Identify the roles and responsibilities of other team members in the medical office
- 1.3 Identify the educational requirements and certifications for Clinical Medical Assistants
- 1.4 Identify employment opportunities for Clinical Medical Assistants
- 1.5 Identify and list the functions of the professional organization for Clinical Medical Assistants (American Association of Medical Assistants-AAMA)
- 1.6 Identify various locations where Clinical Medical Assistants may be employed
- 1.7 Follow a chain of command
- 1.8 Practice professional work habits
- 1.9 Comply with state regulations for Clinical Medical Assistants
- 1.10 Locate OSHA poster(s) and MSDS(s) in clinical site
- 1.11 Identify OSHA regulations that pertain to the clinical site
- 1.12 Identify biohazard labels
- 1.13 Identify different departments in the clinical site
- 1.14 Identify different tests that are commonly performed in each department at the clinical site
- 1.15 Apply ethical standards to the occupational area
- 1.16 Apply legal standards to the occupational area
- 1.17 Demonstrate confidentiality in the occupational area
- 1.18 Demonstrate various public relations and marketing techniques
- 1.19 Identify, define and use terminology specific to the occupational area

2. Communication

- 2.1 Greet patients properly
- 2.2 Use proper telephone techniques to place, receive, and document phone calls
- 2.3 Demonstrate special techniques used for communicating with:
 - a. pediatric patients
 - b. geriatric patients
 - c. patients who are visually impaired
 - d. patients who are hearing-impaired
 - e. patients who are speech-impaired
- 2.4 Demonstrate proper technique for telephoning prescriptions to a pharmacist

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3. Safety

- 3.1 Identify medical emergencies
- 3.2 Respond to medical emergencies as appropriate
- 3.3 Locate emergency equipment in the medical office
- 3.4 Follow standard precautions with body fluid contact

4. Medical Office Management Techniques

- 4.1 Use and maintain a patient medical record filing system
- 4.2 Operate common medical office equipment:
 - a. copy machines
 - b. computers
 - c. fax machines
 - d. scanners
 - e. telephone systems
- 4.3 Use various medical reference books

5. The Medical Record

- 5.1 Identify the components of a medical record
- 5.2 Create and maintain a patient medical record
- 5.3 Describe techniques for protecting patient's medical records
- 5.4 Compare and contrast various charting methods (e.g., POMR, SOAP)
- 5.5 Explain subjective and objective symptoms and provide examples of each

6. Infection Control

- 6.1 Describe various sterilization techniques
- 6.2 Prepare instruments for sterilization
- 6.3 Operate sterilization equipment
- 6.4 Maintain equipment asepsis
- 6.5 Demonstrate sterile glove procedure
- 6.6 Perform steriles tray set-up
- 6.7 Change dressings using aseptic technique

7. Preparing Patients for Examinations

- 7.1 Identify common physical examination instruments
- 7.2 Administer screening tests for visual acuity
- 7.3 Demonstrate proper methods of positioning and draping for various examinations
- 7.4 Record patient health history

8. Medical Laboratory Techniques

- 8.1 Perform various lab-stix tests
- 8.2 Perform 12 lead EKGs and mount on appropriate forms
- 8.3 Prepare Papanicolaou smears
- 8.4 Demonstrate use of a hemoglobinometer

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8. Medical Laboratory Techniques cont.

- 8.5 Perform mononucleosis screening test
- 8.6 Perform urine pregnancy test
- 8.7 Perform ABO-rH blood typing
- 8.8 Administer Tine and Mantoux tuberculosis tests
- 8.9 Perform cholesterol screening test
- 8.10 Perform skin punctures to obtain capillary blood specimens
- 8.11 Perform blood glucose screening test
- 8.12 Perform a venipuncture by either the sterile needle and syringe method or the vacuum method
- 8.13 List the different colors used to code blood specimen tubes and what they stand for
- 8.14 Explain various methods of urine collection
- 8.15 Perform routine urinalysis: physical, chemical, and microscopic examination
- 8.16 Complete a lab request form
- 8.17 Describe the collection process for specimens sent for drug and/or alcohol analysis
- 8.18 Instruct a patient to collect a sputum specimen
- 8.19 Obtain a culture for bacteriological examination
- 8.20 Streak an agar plate
- 8.21 Instruct a patient to collect a stool specimen
- 8.22 Label specimens for analysis
- 8.23 Perform vital capacity tests

9. General Health Knowledge

- 9.1 List the seven warning signs of cancer in adults and children
- 9.2 Describe the physical exam schedules for adults and children
- 9.3 Explain breast self-examination
- 9.4 Explain testicular self-examination
- 9.5 Assist in obtaining consent forms for surgical procedures